



CONFIDENTIAL

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COPY NO. 25

21 August 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE [REDACTED]

25X1A

Whenever it is required or necessary for a member of the Central Intelligence Group or Strategic Services Unit to give a business address for a credit reference, the following procedure will be followed for purposes of security:

a. All employees will give only the Central Intelligence Group as a reference regardless of whether they are members of the CIG or SSU. The name of the Strategic Services Unit will not be used. Also, no information will be given concerning office or subdivision of CIG to which the member belongs.

b. At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of Mr.

25X1A

[REDACTED] Assistant to Personnel Officer, will be given as the person to whom requests for credit information should be directed. [REDACTED] address is Room 2175,

25X1A

[REDACTED],
Washington 25, D. C. His telephone number is RE-6700,
Extension 77541.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel and
Administration

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Read copies # 25, 31

*Received by G. P.
14 Dec. 46*

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21 August 1946

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Colonel, CAC
Executive for Personnel and
Administration

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CENTRAL INTELLIGENCE GROUP

G.I.G. ADMINISTRATIVE

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25X1A

b. At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED]

25X1A

[REDACTED] Assistant to Personnel Officer, will be given as the person to whom requests for credit information should be directed. [REDACTED] address is Room 2175

25X1A

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ILLEGIB